

Cllr Dave Thomas – updates

Good morning Sarah,

Can you circulate an apology for me to the Parish Council.

I had intended to meet with William Smith and Chris Brownhill, the compliance (Enforcement) officers at Broadland on the 30th January, due to the birth of our son I had to rearrange this.

The agreed date was (today) 6th Feb at 11am. I have been advised today that one of the officers isn't well and not able to attend and i have been asked to rearrange again.

I have done two things:

1) 2025/8011 - land west of Holt Road (Woodrow Roundabout field) i have asked for a full written update as i was hoping to have this by now. Last update on the reports list was 26th Jan 2026 - Notice issued, but i want more detail and a timeframe.

2) I am rearranging for a meeting asap where i will request someone attend your next Parish meeting or perhaps arrange a teams call with you.

Once I hear back I will update you all further and my apologies for the delays here.

Dave received a concern regarding ghost ponds on private land which he investigated and reached a resolution.

Clerk's report – February 2026

Litter Pick – The residents who usually organise the litter pick have decided not to carry on.

I received a complaint regarding the Allotments following the bore hole works. There was also concern regarding the length of time the allotments would be available. I offered to refund the rent to the tenant but this was refused. I also assured them it would be two or three years before the anything happens with the allotments and that the Council was actively looking for a new site.

I have attended Internal Auditor Training and qualified for PIALC (Principle in Internal Auditing Local Councils) with SLCC, risk management training and next month will attend planning training with NPTS. I have also booked to go to the NPTS Spring Seminar in March.

I was asked to explore the possibilities of an additional site for the SAM2 on Norwich Road, closure to Jubilee Close. I contacted the Highway Engineer and await his response.

Once again we have experience problems with Barclays Bank, they said they had not received a mandate change which was sent many months ago. Hopefully this has not been resolved and Jane has raised a complaint.

I asked for an 'H' bar to be installed across the church gate and Highways have agreed to this although it will happen in the new financial year.

Additions to gritting routes will be looked at for the next season.

The polycarbonate in the noticeboard at the Cemetery has come out and I have asked David Howard to take a look at this. He made the noticeboards.

Bowls Club car park from the Police

*Morning Sarah,*

*Thanks for bringing this to our attention, Denis has been out in the area conducting house to house checks and CCTV enquiries. Sadly nothing has come up as yet. I do believe someone from the bowls club has been in touch with him already.*

*He will be recording a criminal damage for this and once done I will pass the crime number on to you. Denis is on late shifts over the weekend so will conduct patrols in the area.*

*Regarding the house number provided below, we too have our suspicions that they may be involved somehow albeit we can't prove it. They're on our radar to say the least.*

*I'll be in touch if we have anything further.*

I subsequently received a letter in the post saying that no further action is being taken.

I contacted a local landowner with a request to lease the Parish Council land for allotments but was refused.

Payments February 2026

S Vergette	£598.55
HMRC	£456.48
Norfolk Pension Fund	£275.20
Npower	£196.98
V Purdy	£25.76
Norfolk Print & Design	£210.00

**Cawston Parish Council**  
**Bank Reconciliation**

**Financial year ending 31 March 2026**

Statement Date

**Balance per bank statements as at 31st January 2026**

Unity Bank	£	26,481.96	
Unity Savings	£	51,655.58	
Barclays Current Account	£	386.18	
			£ 78,523.72

Less: Unpresented cheques

Net balances £ 78,523.72

**Cashbook**

Opening balance at 1 April 2025	<u>£66,130.90</u>
Add: Receipts	£ 101,095.23
Less: Payments	£ 88,702.41
Closing Balance	<u><u>£ 78,523.72</u></u>

# **Cawston Parish Council**

## **MEMBER AND EMPLOYEE PROTOCOL**

### **1. Introduction**

- 1.1. Cawston Parish Council exists to serve the interests of the people of Cawston. Members (Councillors) and Officers (staff) have a joint responsibility to ensure that they work collaboratively to achieve an efficient, transparent and democratic Council.
- 1.2. Members and Officers will conduct an annual review of the Member Officer Protocol, and its application, to ensure continued high standards of relationships between Members and Officers.
- 1.3. The Council has agreed the following Protocol about the relationship between Members and Officers, in order to clarify roles and responsibilities.
- 1.4. Given the variety and complexity of such relationships, this Protocol cannot be prescriptive or cover all eventualities. However, it does aim to be instructive, to offer guidance on some common issues, and provide points of principle that can be applied to issues that might arise.
- 1.5. Copies of this Protocol will be issued to all Members on election, and to all Officers on appointment.
- 1.6. The above will compliment any statutory procedures enacted from time to time under the Local Government Acts or relevant related legislation.

### **2. Roles of Members and Officers**

- 2.1. The key role of the Members is to set policy and make major decisions, while the key role of the Officers is to record and implement those decisions and ensure that the Council acts in a lawful manner at all times.
- 2.2. Both elected Members and paid Officers are essential for the Council to carry out its functions and by established convention, all senior employees, especially the Clerk and all other members of staff in this protocol, are referred to as the "Officers" of the Council.
- 2.3. Officers give advice to the Members and carry out the decisions and work of the Council. Officers manage and provide the services for which the Council has responsibility. They are accountable for the efficiency and effectiveness of those services and for proper professional practice in discharging their responsibilities and for taking decisions, within agreed policy. They provide advice to the public and members in respect of the services provided. They can initiate policy proposals, implement agreed policy, ensure that the Council acts lawfully and in accordance with the principles of sound financial management and represent the Council on external bodies, as required.

### **3. Limitations of Members' Authority**

- 3.1. The authority of Members is collective and, as individuals, they have no authority to issue specific directions to any Officer (member of staff) or make criticism directly. Members must not formally inspect any Council property without authority or issue orders or correspondence.
- 3.2. The long-standing requirements on Members, as employers, were re-affirmed in law by an Employment Appeals Tribunal, *Moore v Bude & Stratton Town Council*. This confirmed that the Council collectively was the employer, that the unofficial actions of an individual Member could destroy the entire basis of the employer/employee relationship and that Officers were entitled to a "reasonably congenial working relationship".

### **4. Members seeking Advice from Officers**

- 4.1. Members are entitled to receive the best possible advice on any topic and the Clerk is available to give advice, either individually or collectively.
- 4.2. Any questions relating to approved policies, future developments of the Parish Council or legislation initiatives should be directed to the Clerk.
- 4.3. Questions from Members are always welcome on any aspect of the Council's policies and activities. Members are requested to make an appointment with the Clerk and give notice of the topic, so that it can be researched or submit the question in writing or by email. The opportunity is always given for the Officer concerned in writing, preferably within five working days from the date of the appointment.

### **5. The Council Decision Making Process**

- 5.1. Day to day decision making remains the responsibility of the Clerk and, in any event, Standing Orders and Financial Regulations specifically authorise some delegation authority up to specified limits.
- 5.2. Members must always remember that decisions and policies, once determined, are subject to collective responsibility.

### **6. Members' Conduct and Relations between Members and Employees**

- 6.1. Relations between Members and Officers should always be on the grounds of "mutual respect" with normal standards of courtesy maintained at all times, and without any close personal familiarity which could prove embarrassing and damaging to both parties.
- 6.2. Any close, personal, family or social relationship between any Member and any Officer must be declared by both parties to the Clerk. Any such declaration by the Clerk is to be made to the Chair of the Council.
- 6.3. Any Member who feels he/she has not been treated with respect and courtesy by any Officer must raise this initially with the Clerk or in the case of the Clerk, with the Chair of the Council or the Chair.

- 6.4. Members are requested to reply in good time to any correspondence sent (1-3 working days), in particular to invitations to key Civic Events and to give their apologies to the Clerk in respect of any meetings that they are unable to attend.
- 6.5. Members and officers must conduct themselves in a way that is acceptable within a professional environment. They must afford dignity, trust and respect to everyone and themselves. They must have awareness of the effect of their behaviour on others and only make reasonable and manageable demands. They must communicate honestly and openly, clearly stating what they mean and expect of others. They must provide honest feedback based on evidence and be open to constructive criticism. They must start from the assumption that everyone is working to the best of their ability, considering their current stage of personal and professional development.

## **7. Political and Personal Matters**

- 7.1. All Officers must treat all Members and all political groups in a fair, impartial and even-handed manner.
- 7.2. Members must not seek preferment for themselves or any political party or other group or seek advice from any Officer on purely party-political business.
- 7.3. Members must not request that any mail is despatched at public expense if it relates to any activities arising from their membership of any political party.
- 7.4. Members must not request that any mail of a purely private nature is despatched at public expense even if non-political.
- 7.5. Officers are neutral in that they serve the whole Council and not a particular sector or political group. Members might have an affiliation with a particular group within the public but should be making decisions based on their responsibility to the Council and its electorate as a whole. This does not preclude members and officers from reacting to a political issue where it affects the interests of the electorate in that area.

## **8. Preparation of Council Agendas, Minutes and Reports and Conduct of Meetings**

- 8.1. The Clerk is responsible under statute for preparing the Agendas for all meetings of the Full Council, Committees, Sub-Committees and Working Groups or Parties and for circulation of them to meet statutory requirements, may do so in consideration with the appropriate Chairman. Additional matters for discussion may be considered at the discretion of the Chair, in agreement with the Clerk. In the event of a dispute between the Chair and the Clerk, the final decision on agenda items rests with the Clerk as the Proper Officer.
- 8.2. The Clerk, is responsible for the content of all Minutes and for circulation of them to meet statutory requirements.
- 8.3. The Clerk will be present at all meetings involving Members of the Council and will advise on any questions relating to Standing Orders, Financial Regulations, legal requirements or committee procedures and will produce formal minutes of the meeting.

8.4. Any Member is entitled to submit a Notice of Motion relevant to some question over which the Council has power or which affects its area, for inclusion on the Council Agenda. It must be received by letter or email by 12 noon on the day before the Agenda is circulated. Any such motion, on being adopted, would stand referred to the relevant Committee if it related directly to the Council's services.

## 9. Confidentiality

9.1. All confidential Agendas/Reports are circulated are "exempt information" as defined by the Local Government Act 1972. Reports or discussions thereon should not be revealed outside any Council meeting. All such confidential papers shall be handed in at the close of the meeting where it is considered, these will be shredded by the Clerk. Retention of copies or photocopying of such confidential papers for retention is **forbidden** and shall be regarded as a breach of the code of conduct.

9.2. Members must not raise matters relating to the conduct or capability of individual Officer(s) (either individually or collectively) at any meeting which is open to the press and public. Any such criticism must be raised initially with the Clerk, or other appointed Officer. Officers must not raise matters relating to the conduct or capability of Members (either individually or collectively) at any meetings which is open to the press and public.

9.3. Members and Officers of the Council must pay attention to and comply with the General Data Protection Regulations (2018). Members shall be allowed reasonable access to all confidential documents that they are entitled by their status to inspect. This shall be managed by appointment with the Clerk (or such other officer delegated by the Clerk as appropriate). No confidential documents shall be photocopied or removed by the said member. If the Member is refused permission by the Parish Clerk then they shall be given the reason for refusal in writing by the said officer within five working days. The Member concerned shall be entitled to raise the matter at the next Council meeting (in the private session).

## 10. Official Correspondence/Media/Social Media

10.1. Official letters from the Council must be sent in the name of the Clerk, rather than in the name of a Member, unless there is some exceptional reason to the contrary. i.e. The Council collectively decide it is appropriate for the Chair to sign a letter on a particular issue.

10.2. Relations with the media are the responsibility of the Parish Clerk. Members and Officers shall comply with the Council's Communications Policy (or similar policies, should they exist).

10.3 Individual members may comment on approved Parish Council policies but may not comment on behalf of the Parish Council on any non-policy matter. The Clerk and The Chair are designated to represent the collective view of the Council. This does not prevent other individual councillors or employees from talking to or being quoted by the press, but they should not claim to represent the Council as a whole or bring the Council into disrepute.

10.4 The Clerk is responsible for running any social media accounts on behalf of the Council, in order to disseminate information to the electorate and generally promote the work of the Council.

## **11 Health, Safety and Security**

11.3 Procedures relating to Health, Safety and Security within Parish Council owned property are covered in a separate policy document.

## **12 Corporate Governance**

12.3 Both Members and Officers acknowledge the importance of Good Corporate Governance and the principles which underpin it (openness, integrity and accountability) and have undertaken to meet all prescribed requirements including those specified by the Internal and External Auditor from time to time.

12.4 Both Members and Officers acknowledge the importance of “due process” in carrying out their respective roles for the benefit of the Parish Council and both parties have undertaken not to compromise the agreed procedures and practices.

12.5 The Statement of Accounts will be presented for approval annually and will comply with all statutory requirements, including a Statement of Internal Control. This specifies the control systems which ensure that Parish Council activities are conducted in accordance with law, proper standards and safeguards.

12.6 Both Members and Officers have undertaken to meet all requirements, whether prescribed by statute or not, to ensure economy, efficiency and effectiveness in the stewardship of all resources, including effective Treasury Management and management of Council owned/leased land and property.

12.7 Both Members and Officers have undertaken to strive for the continuous improvement of services and to implement performance management systems and risk management systems as needed from time to time.

12.8 Both Members and Officers have undertaken that any complaints received will be handled in accordance with the Council’s Complaints Procedure.

12.9 All Protocols, Policies, Standing Orders and Financial Regulations will be reviewed at least once during each term of office of the Parish Council to ensure continued compliance with statute and/or policy requirements.



## **Cawston Parish Council**

### **Model Councillor Code of Conduct 2020**

#### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

#### **2. Bullying, harassment and discrimination**

##### **As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

**As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

**As a councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Monitoring Officer prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

### **7.1 I do not misuse council resources.**

### **7.2 I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

### **As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

## **9. Interests As**

### **a councillor:**

**9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

## **10. Gifts and hospitality**

**As a councillor:**

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
  
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
  
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [ Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it ]

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative or close associate; or
  - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registrable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

### Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
--	--

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> <li>a) any unpaid directorships</li> <li>b ) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</li> <li>c) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</li> </ul> </li> </ul> <p>of which you are a member or in a position of general control or management</p>
---

## Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

**Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

***The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.***

Dear Parish Clerk

**Parish Partnership Refund 2022/23 – Cawston Parish Council - VAS**

We have now received the final construction costs for the above Parish Partnership scheme carried out in **2022/23**. I am pleased to tell you that the scheme was delivered for less than the original estimated costs. I have set out the costs below:-

<b>Original Estimate</b>	£13360.00	<b>Parish Contribution at 50%</b>	£6680.00
<b>Actual Works costs</b>	£11758.60	<b>Parish Contribution at 50%</b>	£5879.30
<b>Parish Refund Due</b>			<b>£800.70</b>

Please could you confirm the Parish Council's bank details as attached, and I will arrange for a BAC's payment for the refund amount to be sent.

Regards

**David Bullock, Senior Programme Technician FIHE**

Highways, Transport & Waste, Infrastructure

Tel: 01603 224299

County Hall, Martineau Lane, Norwich, NR1-2DL

Cawston Parish Council  
Sarah Vergette  
Parish Clerk  
3 Rosebery Road  
Great Plumstead  
Norwich  
Norfolk  
NR13 5EA

Please contact **Alex Younger**  
Telephone **01603 222995**

Email **alexander.younger@norfolk.gov.uk**  
Our ref: **2025 Val**

10 February 2026

Dear Sarah

**Norfolk Pension Fund**  
**Cawston Parish Council**

I am writing as part of the Triennial Valuation of the pension fund as of 31 March 2025. This Valuation sets the rates payable by employers for the three years beginning 1 April 2026.

**Your Employer Contribution Rate**

You are covered by the employer contribution rate stabilisation mechanism that is described in the Funding Strategy Statement. The application of the mechanism for the 2025 Valuation has resulted in an immediate reduction in your employer contributions by **3%** of pensionable pay.

Your contribution rate for the next three years is:

	Contribution Rate
1 April 2026 to 31 March 2027	19.5%
1 April 2027 to 31 March 2028	19.5%
1 April 2028 to 31 March 2029	19.5%

We have previously issued your results schedule, covering notes and Funding Strategy Statement consultation draft, which summarise how your employer contributions rates are calculated.

The Actuary will certify these as the minimum rates payable for the period. The rates will be applied from 1 April 2026 until 31 March 2029, unless material

events occur affecting either the fund as a whole, or your specific section within the fund. In this event, the governing regulations permit the Actuary to certify a revised rate where he believes this to be appropriate.

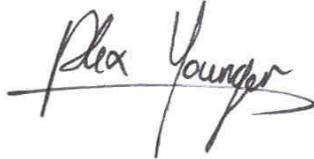
The actuary's calculations are based on the member data you supply to us. If you believe there are any discrepancies in the data, please let us know as soon as possible as this may affect the results. If you have any queries regarding these results, please do not hesitate to contact us.

### **Next Steps**

Please sign and return the attached slip acknowledging your receipt of the new rates to [sam.ayling@norfolk.gov.uk](mailto:sam.ayling@norfolk.gov.uk) by **10<sup>th</sup> March 2026**.

The Actuary will formally sign-off the valuation by 31 March 2026. The final report will be published on our website after this date. If you would like to receive a hard copy of the document, please contact us and we will be happy to provide it. If you have any queries, please do not hesitate to contact either myself or any member of the pension team, who will be happy to assist.

Yours sincerely,

A handwritten signature in black ink that reads "Alex Younger". The signature is written in a cursive style with a long horizontal stroke at the end.

**Alex Younger**  
Head of Funding and Investment

Sam Ayling  
Norfolk Pension Fund  
County Hall  
Martineau Lane  
NORWICH  
NR1 2DH

Cawston Parish Council  
Sarah Vergette  
Parish Clerk  
3 Rosebery Road  
Great Plumstead  
Norwich  
Norfolk  
NR13 5EA

Our ref: 2025 Val

**Norfolk Pension Fund**  
**Cawston Parish Council**

I confirm receipt of your letter dated 10th February 2026 and acknowledge the employer's contribution rate for the next three years will be:

	Contribution Rate
1 April 2026 to 31 March 2027	19.5%
1 April 2027 to 31 March 2028	19.5%
1 April 2028 to 31 March 2029	19.5%

Signed .....

Name .....

Title .....

Date .....

Dear Clerk

The Greater Norwich authorities (Broadland District Council, Norwich City Council and South Norfolk Council, working with Norfolk County Council) are preparing to review the Greater Norwich Local Plan (GNLP) which was adopted in March 2024.

This upcoming review is prompted by national planning reform and the government's new method for calculating housing need. In addition, the government has introduced a new plan-making system, which changes the way local plans are prepared.

As part of the early preparation stage of reviewing the GNLP, the Greater Norwich authorities are opening a Call for Sites. Landowners, developers, and other interested parties are invited to submit sites that may be suitable for housing, employment or other uses. The Greater Norwich authorities will then assess submissions to identify which sites may be suitable to allocate in the reviewed local plan. This will form the basis of a future public consultation. Please note that many more sites were submitted than were allocated in the GNLP.

The Call for Sites will be open from **9th February 2026 – 23rd March 2026**. As this is evidence gathering rather than a consultation, there is the possibility that the call for sites may reopen later in the year. You can find more information on this evidence collection here: <https://gnlp.oc2.uk/> **The Call for Sites will be live on this webpage from 9am on 9th February 2026.**

Further information about the next stages of the plan review will be provided in due course.

The Greater Norwich Local Plan Review Team



29 January 2026

Dear Sarah,

**A planning application for Bluestone Biogas has been submitted**

I am writing to let you know we have now submitted a planning application to Broadland District Council for our Bluestone Biogas proposals near Oulton.

Bluestone Biogas would be a source of sustainable green gas produced with the support of local farmers.

The company is a wholly owned subsidiary of Future Biogas, one of the largest and most experienced operators of biogas plants in the UK. Future Biogas works with more than 400 farmers across the country, who produce sustainable energy crops as part of their rotations. Growing these crops provides local farming communities with diversification opportunities and helps support the rural economy.

As you may recall we held an exhibition at the Bure Valley Community Centre, Itteringham in May last year which gave councillors and members of the public the opportunity to learn more about the proposals and to ask any questions they may have had.

We also built a website for this project, [www.bluestonebiogas.com](http://www.bluestonebiogas.com), which replicated all the material available at the public exhibition and provided the opportunity for feedback to be given on the proposals.

The submitted plans will be available on the Broadland District Council planning portal, <https://www.southnorfolkandbroadland.gov.uk/planning>, after the application has been reviewed and validated by planning officers.

A key matter raised through the consultation was additional traffic. To answer such concerns we suggested a new route immediately south of the site to join the B1149, so additional traffic would avoid The Street altogether. However, Norfolk County Council and the Highway Authority considered The Street to be the preferred option.



As a result, we are proposing restrictions on site traffic (both during construction and operation) and no additional vehicles will use The Street north of the existing site access. Vehicles would access the site from the B1149 to the south and would leave by turning right on The Street heading towards the B1149. A transport assessment forming part of the planning application sets this out in further detail.

Once the application has been validated, Broadland District Council will undergo a consultation with consultees on the submitted documents and plans.

We are keeping the project email address, [BSBEnquiries@bluestonebiogas.com](mailto:BSBEnquiries@bluestonebiogas.com), and telephone number, 01603 850228, should you wish to contact the project team.

Yours sincerely,



Andrew Howard

On behalf of the Bluestone Biogas team



**The proposed location of Bluestone Biogas and traffic routes**



*Community at heart*  
The Horizon Centre  
Broadland Business Park  
Peachman Way  
Norwich  
NR7 0WF

Ms Sarah Vergette  
Cawston

Tel  
planning@southnorfolkandbroadland.gov.uk

Our ref 2025/2911

22 January 2026

Dear Sir/Madam,

**Proposal: Single storey extension to bungalow with the erection of a the erection of a front porch and a detached home office/garden room  
Creation of a small raised decking area with pergola, with increase to height of boundary fencing.**

**Bungalow and its detached garage are currently red brick: bungalow to receive partial render, with weatherboarding (cladding) on the north elevation. Garage to receive weatherboarding on west elevation.**

**Location: 2 William Bush Close Cawston Norfolk NR10 4AQ**

**Applicant: Mr. and Mrs. Marks**

**Application Type: Householder**

The above proposal has now been amended copies of the amended plan(s)/additional information can be view online at <https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T2OHAGOQGZW00>

Amended proposals along a neighbour boundary: revised drawings have been submitted for proposed height extensions to the existing boundary fenceline alongside the proposed raised decking.

If you have any further comments to make please let me know either by writing, emailing your views to [planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk) or comment online at [www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk) before 5 February 2026. It may not be possible to consider any comments received after this date.

If you wish to discuss this matter or request an extension of time to enable your Council to comment on the proposal as amended please contact me.

You should note that any letter will normally become open to public inspection and may be copied by the applicant and members of the public.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached. If the consultation period has not expired when the committee consider the proposal, any decision will be subject to there being no new comments received in conflict with the planning committee's views.

Yours sincerely

**Theo Bushnell**  
**Graduate Planner**

Dear Ms Vergette

Thank you for your time on the phone just now. As discussed, renewable energy company Bluefield are currently constructing the second phase of the Oulton Solar Farm, situated off The Street at Oulton Street. A few years back, Cawston Parish Council was the recipient of a one-off £5,000 in community benefit funding associated with the first phase of the development. Now that Bluefield have acquired and are building the second phase, they wish to provide you with another £5,000 payment. Same as last time, another £5,000 is made available to Oulton Parish Council as well. However there will not be any involvement from fund administrators Grantscape at this time, as it is deemed not necessary. Please find attached a draft Community Benefit agreement, could you discuss this with your Parish Councillors and get back to me? If you have any questions, please let me know.

Thank you and kind regards

Marlies Koutstaal  
Community Engagement Lead  
On behalf of Bluefield  
07876 341 561

**DATED**

-----

**COMMUNITY BENEFIT AGREEMENT**

between

**Oulton Solar Ltd**

and

**Cawston Parish Council**

THIS DEED is made on \_\_\_\_\_

## **PARTIES**

- 1) **Cawston Parish Council** (the “**Community Body**”)
- 2) **Oulton Solar Ltd** (the “**Operator**”)

each a “**Party**” and together the “**Parties**”

## **RECITALS**

### **WHEREAS**

- a) The Operator is to own and operate a solar farm and associated equipment at **Former Oulton Airfield, The Street, Oulton, Norfolk NR11 6AF**, (the “**Scheme**”) a proportion of which lies within the geographical boundaries of the Community Body's area. The Operator would like to provide a benefit to the residents and communities of **Cawston** (the “**Community Benefit Area**”).
- b) The Operator is to make a one-time community benefit payment (the “**Payment**”) of **£5000 (five thousand pounds)**. The Payment to the Community Body is to be applied for the benefit of the residents of the Community Benefit Area.

IT IS AGREED as follows: -

### 1. Definitions and Interpretation

For the purposes of this Deed:

- 1.1. where any two or more persons are included in the expressions the Community Body or the Operator then the covenants and obligations entered into by such persons shall be deemed to be entered into by them jointly and severally
- 1.2. words denoting the singular only shall include the plural and vice versa and words denoting the masculine gender shall be deemed to include (as appropriate) the feminine and neuter genders and vice versa
- 1.3. references to any Clause Sub-clause or Schedule or Annexure is to a Clause Sub-Clause Schedule or Annexure of or to this Deed
- 1.4. the headings in this Deed are inserted for convenience only and shall not affect its construction
- 1.5. reference to laws statutes by-laws regulations orders and delegated legislation shall include any law statute by-law regulation order or delegated legislation re-enacting consolidating or made pursuant to the same
- 1.6. the words "include", "includes" and "including" shall be construed as if they were followed by the words "without limitation"

- 1.7. Community Benefit Payment means a one-time payment of £5000 (*five thousand pounds*).
- 1.8. Community Benefit Area means the civil parish of Cawston (Norfolk).
- 1.9. Commercial Operations is defined as the Scheme generating electricity and the Operator having a lease for the land, a grid connection and a power purchase agreement for the export of electricity.

NOW THIS DEED WITNESSETH AS FOLLOWS:

## 2. Agreed Terms

- 2.1. The Operator shall pay to the Community Body the Payment. The Payment will be paid to the Community Body within one year of the start date of Commercial Operations.
- 2.2. The Community Benefit Area is defined as the civil parish of Cawston. Other communities lying further afield, at the discretion of the Community Body, may benefit from the Payment.
- 2.3. The Community Body agrees to use the Payment towards projects that promote the categories listed in Schedule 1. For avoidance of doubt, the Payment shall not be used for political, religious, entertainment or hospitality purposes, or for any purpose adverse to the Operator's interest in the Scheme.
- 2.4. Any dispute between the Operator and the Community Body regarding whether or not expenditure or other benefits fall outside the agreed purposes shall be settled by a single arbiter mutually appointed or, failing agreement, appointed on the application of either party by the president for the time being of the Royal Institution of Chartered Surveyors.
- 2.5. The Community Body will be responsible for investing the Payment and will maintain records of expenditure on how the Payment has been used until the entire sum has been spent. The Community Body will make such records of expenditure available for inspection by the Operator, if requested.
- 2.6. The Community Body must expend the whole of the Payment within 2 years of the date of the Payment.
- 2.7. The Community Body will provide the Operator with six-monthly updates on projects supported with the Payment in the format as shown in Schedule 2, and agrees to provide additional information about at least one Grant, should the Operator wish to include it in its annual newsletter or similar publications and/or annual accounts, by reasonable written notice to the Community Body.

## 3. Use of Logos and Brands

- 3.1. The Operator and the Community Body will agree, in writing, a brand name and logo to use in respect of acknowledging the Payment. The Community Body must not use the logos or brand names of GLIL Infrastructure, the Bluefield

Solar Income Fund, or any other owner of the Solar PV Plant, the Operator, or their affiliates without the consent of the Operator or its authorised representatives.

4. VAT

4.1. For the avoidance of doubt no VAT is payable on any payments made by the Operator under this Deed.

5. Governing Law and Jurisdiction

5.1. This Deed will be governed by and construed in accordance with the law of England and Wales and each Party agrees to submit to the exclusive jurisdiction of the courts of England and Wales over any claim or matter arising under or in connection with this Deed.

6. Termination and No Continuing Obligation

6.1. This Deed will terminate three years after the date first written above.

6.2. For the avoidance of doubt the Parties agree and acknowledge that upon termination of this Deed all the Operator's obligations are deemed discharged and no further payments will be due.

7. Entire Agreement

7.1. This Deed and the documents annexed to it constitute the entire agreement and understanding of the Parties and supersede any previous agreement between them relating to the subject matter of this Deed. This Deed may only be varied or modified in writing.

*EXECUTION PAGE FOLLOWS*

This document has been executed as a DEED and is delivered and takes effect on the date first written above

<p>EXECUTED as a <b>DEED</b> for and on behalf of <b>Oulton Solar Ltd</b> by:</p> <p>_____, Director</p> <p>in the presence of:</p> <p>Witness name:</p> <p>Occupation:</p> <p>Address:</p>	<p>) ) ) )..... ) (<i>Director</i>)</p> <p>) ) ) )..... ) (<i>Witness</i>)</p>
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<p>EXECUTED as a <b>DEED</b> for and on behalf of <b>Cawston Parish Council</b> by:</p> <p>_____, Councillor</p> <p>in the presence of:</p> <p>Witness name:</p> <p>Occupation:</p> <p>Address:</p>	<p>) ) ) )..... ) (<i>Authorised Signatory</i>)</p> <p>) ) ) )..... ) (<i>Witness</i>)</p>
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### Schedule 1

The Payment must be used towards projects with the object of creating positive impact in the following areas:

1. Environment/conservation/ecology/biodiversity
2. Wellbeing/health
3. Alleviation of poverty
4. Education
5. Community renewable projects/energy efficiency projects

### Schedule 2

Community Benefit Fund Project Tracker:

<b>Applicant Name</b>	<b>Project Name</b>	<b>Date Approved</b>	<b>Status</b>	<b>Grant Approved £</b>	<b>Paid £</b>	<b>Date Paid</b>	<b>Comments</b>

Appl Number : 2025/1356

App Type : Removal/Variation of Condition

Parish: Cawston

Location : Cawston Park Hospital Aylsham Road Cawston Norfolk NR10 4JD

Proposal : Variation of condition 1 of 20221379 - (Variation of temporary change of use of the Grange, the Lodge, and Manor Flats within Cawston Park from buildings in use as part of a disused hospital (Class C2) to rural (migrant) worker accommodation for 18 months (20212327)) - extension of time (18 months from 11/05/2025 to 11/11/2026)

Decision : Approval with Conditions  
(Delegated)

Date of decision : 19 January 2026

Good morning all

I had a call this morning from Volker Fitzpatrick about the village 'gates' .

They told me that they have our village gates in storage and would like to return them.

In the light of all the discussions over the years - and at the last meeting , does anyone know whether they should just be returned – or should they be reinstated?

Apparently Volker are now winding up and expect to be finished this spring .

As I recall, the Traffic Management Plan passes the responsibility for the signs and speed limits etc...in Cawston over to the next project.

We probably need to sharpen our pencils, do a bit of research and put this on the agenda for the next meeting

Thanks

James

**James Livingstone**

## Questions from James

I've been thinking about the cemetery extension planning proposal and would appreciate your views on whether we should try to retain the hedge between the existing cemetery and allotments.

As I see it :

Reasons for keeping the hedge :

- Biodiversity
- More work to remove and landscape site
- Would the ground be considered to as consecrated and would there then be a problem with disturbing it ?
- Potential planning restrictions ( Biodiversity Net gain )
- Historical significance and tradition. ( Are there other people in the village who should be consulted?)
- Are there ground level differences

Reasons for removing it :

- Practicality of conducting burials in the area behind the hedge
- Overall look
- Creates more space for burials
- Potential for unseen bad behaviour in the area behind the hedge
- Hedge maintenance issues

I asked Fishers if there was anything we should consider for the Cemetery extension.

Response from Paul Fisher

*Thank you for your email. It's nice to see plans being put into place and also our thoughts being taken into consideration too.*

*I am confident that the only additional infrastructure we would like (it's not a necessity but it would be very helpful) would be a pathway from the existing drive to the new section of the cemetery. I haven't been down to see precisely where the allotments are but if memory serves me well, it's a relatively short distance from the existing drive (where the hearse would be) so carrying a coffin would not be an issue.*



# The Help Hub team are in your area

Cawston Village Hall, NR10 4BW

25 February 2026

1pm to 4pm

**Need help or advice? Our friendly team is here to support you with:**

- Money worries, debt advice, and benefits support
- Parenting, relationships, and domestic abuse guidance
- Health, wellbeing, and bereavement support
- Employment advice
- Housing or home improvement help

**Come and chat with us.  
It's free, no appointment needed.**

